



GUIDELINES FOR VEHICLE CROSSINGS

These guidelines have been prepared to assist in installing a driveway (vehicle crossing) from the road to the property boundary. There must be a properly constructed vehicle crossing for each location where vehicle access is required from a road to a property.

A permit (consent to undertake works in the road reserve) is required prior to the construction, relocation or alteration of any vehicle crossing within the City of Whitehorse. The 'Road Reserve' includes the road, footpath and nature-strip, and is the area between property boundaries on each side of the road. All vehicle crossings are to be constructed in accordance with the City of Whitehorse Vehicle Crossing Specifications. A copy of these specifications is attached.

If the works are to extend into a VicRoads/Arterial road, consent must be obtained from VicRoads as the Coordinating Road Authority, as well as other relevant permits required by VicRoads. Once all VicRoads permits have been obtained an Application Form – Request for Inspections for Various Permits must be submitted to Council.

Please note that under Whitehorse City Council Community Local Law, 1 Clause 3.7 The owner of land must ensure that at each point of any vehicular access from a carriageway on a road to the land there is a vehicle crossing that is constructed and maintained in accordance with Council's *Procedures for Work on and Protection of Council Assets*.

How to apply

Consent to Undertake Works in the Road Reserve – Vehicle Crossing

The property owner or their contractor (e.g. builder, concreter) can apply for the consent. Application can be made by completing the Application to Undertake Works in the Road Reserve Form. To obtain an application form, please contact the Engineering and Environmental Services Department on 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

What else is required with your Application?

The following items are required with your application for consent to undertake works in the road reserve – vehicle crossing:

1. FEES

Payment of a consent fee (non-refundable) is required when applying for a consent.

Consent Fee will be one of the following:

- a) **\$334.20**
Any works in the road reserve.
This fee applies for works on Local roads;
- b) **\$612.90**
Any works in the road reserve.
This fee applies for works on Collector & Link roads or any non-arterial State road on which the maximum speed limit for vehicles at any time is more than 50 km per hour;
- c) **\$150.00**
Any works in the road reserve on Arterial roads.
This fee applies for Council to inspect works on Arterial roads. VicRoads consent must be obtained for works on any VicRoads/Arterial road.

Council reserves the right to determine the value of the security deposit bond based on the scope of works, and to charge a security deposit bond after the application is submitted.

NOTE: If the application is refused, the security deposit bond will be refunded. The security deposit bond is held by Council in a non-interest earning account.

2. PUBLIC LIABILITY INSURANCE

The contractor carrying out the vehicle crossing works must have current public liability insurance cover of minimum \$10,000,000. Please provide a copy of certificate of currency of public liability insurance with your application.

3. TOWN PLANNING APPLICATIONS

When is a planning permit required specifically for vehicle crossing works?

1) Arterial roads

A planning permit is required for any new crossing(s) abutting an arterial road. Arterial roads are generally main roads and those roads indicated as thick black lines in the current edition of Melway. A list of arterial roads is attached with the vehicle crossing general specifications.

2) Heritage Overlay

A planning permit is required for vehicle crossing work where the road reserve is affected by a heritage planning overlay. If the road has bluestone kerbs, there may be a heritage overlay affecting that road. To determine whether a road is affected by the heritage overlay, please contact Council's Planning and Building Department on 9262 6303.

To apply for a planning permit, please contact Council's Planning and Building Department on 9262 6303.

Once you have received your planning permit and endorsed (approved) plans, you will need to include them as part of your application for consent to undertake works in the road reserve.

Application Lodgement

Lodge your completed application, together with the permit fee and security deposit bond payment as follows:

| ✉ Mail | 👤 In Person | ✉ Email | 📠 Fax |
|--|---|---|------------------|
| (Including Cheque made payable to City of Whitehorse) Locked Bag 2 Nunawading Delivery Centre NUNAWADING VIC 3131 | Whitehorse Civic Centre 379 Whitehorse Road Nunawading | customer.service@whitehorse.vic.gov.au | 9262 6490 |
| <small>Note: if lodging application by fax or email, please include Credit Card Payment form, which can also be downloaded at www.whitehorse.vic.gov.au/Forms-Engineering.html</small> | | | |

Upon receipt of application, Council officers will visit the site to assess the suitability of the proposed vehicle crossing and to check the impact on Council assets such as drainage pits, poles, signs and trees.

Once the application is assessed and approved, a consent to undertake works in the road reserve will be issued and sent to the applicant. If there are any issues that need to be investigated, Council's Civil Works Inspector will contact the applicant. **Please allow 20 working days for Council officers to assess the application.**

Once the Consent is issued, the crossing works must be inspected by Council's Civil Works Inspector both prior to the pouring of concrete (boxing), and upon completion of the works (at the discretion of the Civil Works Inspector). The consent (permit) is valid for three months.

Extension of time

If an extension of time is required, the applicant will be required to make this request in writing.

Refusal to issue Consent

In some cases, consent for the proposed vehicle crossing works may be refused. Where this is the case, the decision will be provided to the applicant in writing, stating reasons.

Cancellation of Application/Consent

Should an application no longer be required (i.e. works are no longer going ahead) the applicant will be required to advise Council in writing, stating the reasons. A full refund of the security deposit bond (if required) will be forwarded to the applicant within three weeks of Council receiving this advice.

Prior to commencement of works

TRAFFIC MANAGEMENT

Section 99A (3) of the *Road Safety Act 1986* requires that a person undertaking works on the road must have an approved traffic management plan. It is recommended that a copy of the traffic management plan be retained at the worksite at all times.

VicRoads/Arterial roads

Vehicle crossing works on an arterial road will require a traffic management plan to be submitted and assessed by VicRoads, prior to works commencing.

Link / collector roads

Vehicle crossing works on a link or collector road will require a traffic management plan to be submitted and assessed by Council's Transport Team, prior to works commencing.

Local roads

Local roads do not require a Traffic Management Plan to be submitted to Council.

Please refer to **Road List** at www.whitehorse.vic.gov.au/Forms-Engineering.html to establish if road is arterial, link, collector or local.

The owner/contractor is responsible for ensuring that appropriate traffic management is in place and a safe work site is maintained during the period of construction, as per the relevant Road Safety, OH&S, and Road Management Acts.

Part Road Closure

Where vehicle crossing works will require part road closure or part closure of nature-strip or footpath, a Consent for Temporary Part Road Closure Application Form will need to be submitted and assessed by Council's Transport Team. There is a fee for this consent. To obtain an application form, please contact the Engineering and Environmental Services Department on 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

To find out more about the requirements for temporary part road closure and/or traffic management plans, please contact Council's Transport Team on 9262 6187.

How to book 'boxing' inspection (prior to pouring of concrete)

Contact the Engineering and Environmental Services Department on 9262 6177 at least three working days prior to the construction of the vehicle crossing to book an inspection. ***Please be aware that the exact booking time you require may not always be available, depending on demand.***

Any and all conditions outlined by a VicRoads consent and/or Memorandum of Authorisation must be adhered to at all times while on site.

After works are completed

Please note that if the works are unsatisfactory you will be contacted by Council's Civil Works Inspector and required to carry out any works deemed necessary to properly construct the Vehicle Crossing to Council satisfaction. If the works are not completed to Council satisfaction, Council may carry out any works deemed necessary to re-instate the site to its pre-existing condition. Any costs incurred by Council will be at the proponent's direct expense.

General Information

MINIMUM CLEARANCES

The following minimum clearances must be maintained from existing street assets for all vehicle crossings:

Nature-strip trees

When your application is assessed, and construction of the proposed vehicle crossing may have an impact on trees, your vehicle crossing application will need to be referred to Council's Parkside Department. Please allow additional time for processing. Removal of a nature-strip tree will be at the discretion of Council's Parkside Department and would be at the owner's expense, if permitted.

Electricity poles, pillars and hydrants

These assets require one metre clearance.

Corner properties

A vehicle crossing on a corner property is to be no closer than 10 metres from the kerb line of the other street. Separate consideration will be given to the intersections with roundabouts or any other traffic treatments.

Property boundaries

Wherever possible, vehicle crossings are to be constructed one metre from the property side boundary, to provide opportunities for landscaping between the internal driveway and the boundary fence.

Number of vehicle crossings

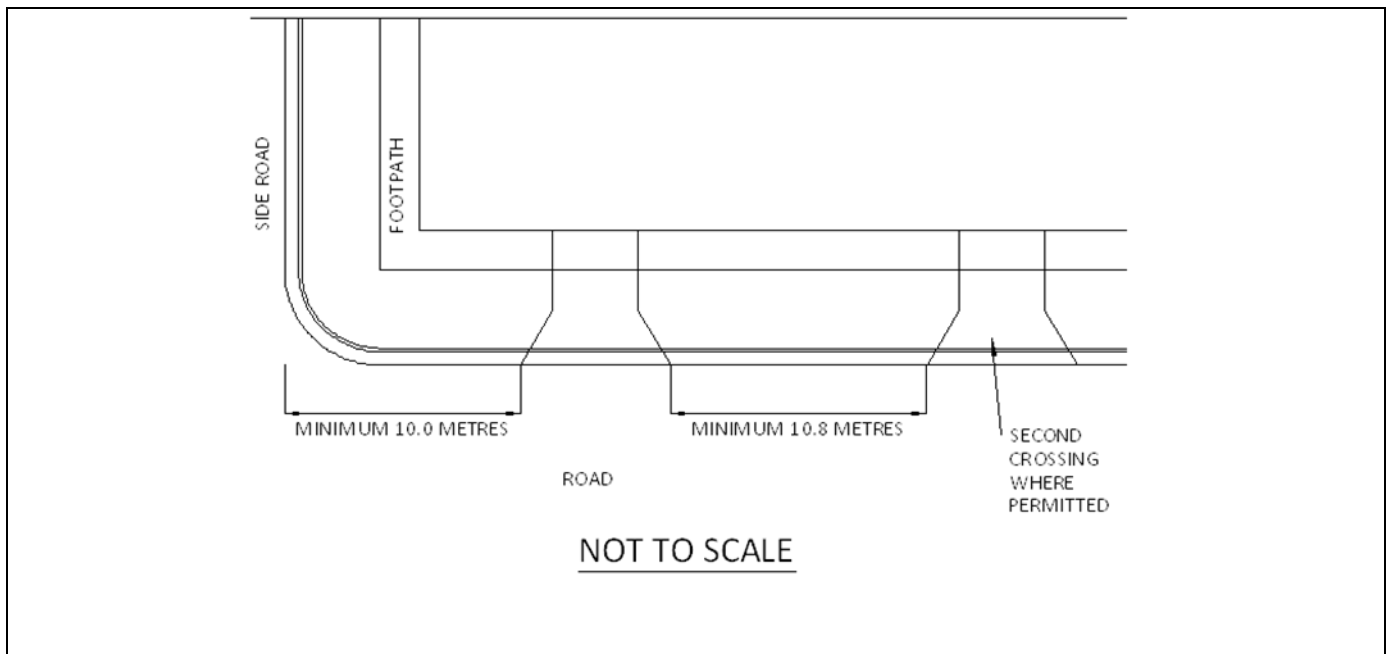
No more than two vehicle crossings will be permitted for any individual parcel of land with a separate title. A minimum property width of 20 metres is required for the installation of a second vehicle crossing. A minimum distance of 10.8 metres is required between vehicle crossings serving one property, to accommodate at least two on street parking spaces in front of that property.

Minimising Loss of On-Street Parking

A minimum of 5.5 metres between vehicle crossings is required to provide for a single parking space and a minimum of 10.8 metres for two parking spaces.

The above clearances are indicated in Figure 1 below.

Figure 1



Authority services

The owner is required to seek approval from the relevant service authority (council or utility) for all service pit alterations. These alterations are at the owner's expense. Any assets damaged as a result of the vehicle crossing works are also at the owner's expense.

Redundant vehicle crossings

Redundant vehicle crossing(s) must be removed at the same time as the construction of any new vehicle crossing(s), prior to the completion of development works and where access to a property has been altered by changes to the property.